

INFORMATION NOTICE

WORKFORCE SERVICES

Number: WSIN11-8

Date: September 2, 2011

Expiration Date: 10/2/13

50: 04:ps:15020

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: MIS USER GROUP MEETING ON OCTOBER 12–13, 2011

The purpose of this Information Notice is to announce the Management Information System (MIS) User Group meeting to be held on Wednesday, October 12, and Thursday, October 13, at the following location:

Holiday Inn on the Bay
1355 North Harbor Drive
San Diego, CA 92101

It is important to note that this is not a training session on the new system, California Workforce Services Network (CWSN); however, information pertaining to status and expectations will be provided as indicated on the agenda. A draft agenda, breakout session overview, and registration form are attached.

Room reservations must be made directly with the Holiday Inn on the Bay at 1-888-233-9527, or on their Web site created for the Employment Development Department (EDD) MIS User Group meeting at [EDD MIS User Group Room Reservations](#). The room rate is \$110 plus room tax. A block of rooms is being held under "EDD MIS" with the group code of "MIS." Room Reservations must be made by Wednesday, September 21, 2011, to guarantee the room rate. You must be prepared to give your credit card number to guarantee the special rate. The hotel will extend this special rate for the night of the October 11, 2011, for those attendees that require traveling the previous day. An additional limited number of rooms are available at this special rate for pre and post meeting stays starting on October 8 through October 15. Check-in time is 3 p.m. and checkout time is 12 noon. On-site parking is \$11 for self-overnight parking and \$10 for day use with no in/out privileges. There is a complimentary hotel shuttle to and from the San Diego Airport; in addition, there is a complimentary hotel shuttle to and from local restaurants and shopping.

Due to space limitations, only two representatives from each direct subgrantee of the EDD Workforce Services Branch (WSB) and five representatives from each of the WSB field divisions will be guaranteed a reservation for the meeting. Additional representatives will be placed on a waiting list and will be accommodated, as space is available.

If you plan to attend this meeting, please complete the attached registration form and e-mail it to the Job Training Automation (JTA) Help Desk at JTAHelp@edd.ca.gov or fax at (916) 654-9657, no later than Friday, September 30, 2011, before 3 p.m.

For directions and transportation options, please visit the hotel site at [Holiday Inn - San Diego on the Bay](#).

We look forward to seeing you in San Diego. If you have any questions regarding this meeting, please contact Dale Kunesh at Dale.Kunesh@edd.ca.gov or at (916) 654-7787.

/S/ MICHAEL EVASHENK, Chief
Workforce Services Division

Attachments

MANAGEMENT INFORMATION SYSTEMS (MIS)
 USER GROUP MEETING
 Holiday Inn on the Bay
 1355 North Harbor Drive
 San Diego, CA 92101

Draft Agenda

Wednesday, October 12, 2011

| | | |
|-------------------------|---|---|
| 8:30 a.m. – 9:00 a.m. | Registration | Information Technology and Program Accountability Section (ITPAS) |
| 9:00 a.m. – 9:15 a.m. | Opening and Introductions | Annette Wolfgang, ITPAS |
| 9:15 a.m. – 9:30 a.m. | JTA Update | Kristen Cooper, Information Technology Branch (ITB) |
| 9:30 a.m. – 9:45 a.m. | Organizational Change Management (OCM) Update | OCM Team, ITPAS |
| 9:45 a.m. – 10:05 a.m. | Recruitment of CWSN Trainers | OCM Team, ITPAS |
| 10:05 a.m. – 10:25 a.m. | Self Service Clients | Information Technology Support Unit (ITSU), ITPAS |
| 10:25 a.m. – 10:40 a.m. | Morning Break | |
| 10:40 a.m. – 11:00 a.m. | Performance Calculation Changes Per DOL | Annette Wolfgang, ITPAS |
| 11:00 a.m. – 11:45 a.m. | CWSN Update | Art O'Neal, ITPAS |
| 11:45 a.m. – 1:00 p.m. | Lunch on your own | |
| 1:00 p.m. – 2:15 p.m. | Data Cleanup prior to CWSN Implementation | Implementation Team, ITPAS |
| 2:15 p.m. – 2:30 p.m. | Afternoon Break | |
| 2:30 p.m. – 4:30 p.m. | Open forum – Question and Answer Period | Art O'Neal, ITPAS |

MANAGEMENT INFORMATION SYSTEMS (MIS)
USER GROUP MEETING
Holiday Inn on the Bay
1355 North Harbor Drive
San Diego, CA 92101

Draft Agenda

Thursday, October 13, 2011

| | | |
|---|---|---|
| 8:30 a.m. – 8:45 a.m. | Registration (for those not attending prior day) | Information Technology and Program Accountability Section (ITPAS) |
| 8:45 a.m. – 10:15 a.m. Early Morning Breakout Sessions | <i>(choice of one):</i> <ul style="list-style-type: none">My Life as an MIS Administrator after 7/2/2012Common Performance | Implementation Team and Local Partners Data Analysis Unit |
| 10:15 a.m. – 10:30 a.m. | Morning Break | |
| 10:30 a.m. – noon Late Morning Breakout Sessions | <i>(choice of one):</i> <ul style="list-style-type: none">My Life as an MIS Administrator after 7/2/2012Common Performance | Implementation Team and Local Partners Data Analysis Unit |

MANAGEMENT INFORMATION SYSTEMS (MIS)
USER GROUP MEETING
Holiday Inn on the Bay
1355 North Harbor Drive
San Diego, CA 92101

BREAKOUT SESSION OVERVIEW

Thursday, October 13, 2011

WIA Common
Performance

This session will cover frequently asked questions related to performance. Time will be available for a question and answer period on WIA performance.

My Life as an MIS
Administrator after
7/2/2012

This session will discuss what the MIS Administrator can expect after implementation of CWSN. There will be discussions by the project team and current VOS users on what can be expected in the new environment. Improved data, both in terms of accessibility and quality and a lot of canned reports, will probably create a shift in the nature of MIS work. It should be less time on getting data and more time on the analysis. Join us for a lively and shared discussion.



**REGISTRATION FORM
MIS User Group Meeting
October 12 - 13, 2011**

Please email this form to the Workforce Services Division at JTAHelp@edd.ca.gov .
Subject: MIS Registration October 2011 | XXX (Your Subgrantee Code)

Deadline for registration is Friday, September 30, 2011.

Hotel reservations must be made directly with the hotel.

NOTE: Due to space limitations we can only guarantee that **two representatives** from each subgrantee and **five representatives** from each EDD WSB Division will be able to attend the MIS Meeting. Additional representatives from each area will be placed on a waiting list and will be accommodated as space is available. A **separate registration form must be submitted for each attendee.**

Attendee Information

Attendee Name: _____

Attendee Title: _____

LWIA/Subgrantee/Division: _____

Phone: _____ Email: _____

I am representing (check one): ☐ MIS Administrator ☐ Fiscal ☐ Field Division

Check one of the choices listed below if you plan on attending the first day sessions:

☐ I will be attending as one of the guaranteed spaces for my entity.

☐ Please add my name to the List (for available spaces).

Check the second day session(s) that you wish to attend (one per time frame):

| Early Morning Session 8:45 a.m. – 10:15 a.m. | |
|---|---|
| <input type="checkbox"/> | My Life as an MIS Administrator after 7/2/2012 |
| <input type="checkbox"/> | Common Performance |
| Late Morning Session 10:30 a.m. – noon | |
| <input type="checkbox"/> | My Life as an MIS Administrator after 7/2/2012 (repeat) |
| <input type="checkbox"/> | Common Performance (repeat) |

[Form in MS Word](#)